



Local Licensing Authority

SPECIAL EVENT APPLICATION

Information & Checklist

Description:

Special Event Permits allow qualified non-profit entities or political candidates to sell, serve, or distribute alcohol beverages for on-premise consumption only in connection with fund raising events. Sandwiches or snack foods must be made available during all hours of liquor service.

A special event permit may be issued to an organization which:

- has been incorporated under the laws of this state for purposes of social, fraternal, patriotic, political, or athletic nature, and not for pecuniary gain, OR
- is a regularly chartered branch, lodge, or chapter of a national organization or society organized for such purposes and being nonprofit in nature, OR
- is a regularly established religious or philanthropic institution, AND
- to any political candidate who has filed the necessary reports and statements with the secretary of state pursuant to article 45 of title 1, C.R.S.

The special event permit holder may obtain a maximum of fifteen (15) Special Events Permits per calendar year. Each permit is valid for one day only. An event lasting between one and five days may be applied for on one application but each day counts toward the maximum of fifteen total days per year. The Local Licensing Authority does not permit that different single day events be applied for on a single application form as each event is unique and must be addressed individually.

A representative of the organization is required to attend the hearing when scheduled in order to respond to any questions the Authority may have regarding the event, the layout, and liquor service management and logistics. The Deputy City Clerk will notify the applicant of the hearing date once it is scheduled.

If approved, the application will be forwarded to the State for processing. Once the State has reviewed and approved the application, the Special Event Permit will be sent to the Deputy City Clerk who will issue the permit to the organization.

What to know before submitting an application:

- ✓ For questions about this application or the process, please contact the secretary to the Local Licensing Authority, the Deputy City Clerk, at 350 Kimbark St. or (303) 651-8647. Please note that the Deputy City Clerk may not provide you legal advice regarding your application.
- ✓ The application process takes *approximately* 60 days (from submittal to license issue).
- ✓ **Two (2) complete packets** must be submitted to the City Clerk's Office, 350 Kimbark Street, Longmont, CO 80501. One packet is for the City, one packet is for the State. Incomplete application packets will not be accepted. **Please do not staple pages.**
- ✓ **ALL documents must be properly executed and must correspond with name of applicant exactly. ALL documents must be 8 ½ x 11** and be typed or legibly printed in black ink.
- ✓ Some documents require a notary. The City Clerk's staff can notarize these documents for you when you submit your application packet, if needed. Please be sure to bring your photo identification with you.
- ✓ The Local Licensing Authority meets on the third Friday of each month at 10:00 a.m. in Courtroom A of the Safety & Justice Center, 225 Kimbark St., Longmont. You will be notified when your application will be scheduled for review by the Authority and you, or a representative, must appear at the hearing when scheduled.

√ Licensees are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://www.colorado.gov/pacific/enforcement/liquor>

Checklist of documents to submit:

1. **APPLICATION (STATE FORM DR 8439)** - Complete in all appropriate sections and signed
 - a. #1 must match the organization's name exactly as stated on the Certificate of Good Standing
 - b. #2 mailing address must be current mailing address on file for organization listed in #1
 - c. Colorado Sales Tax Number is required for all applicants
 - d. Signed and dated by officer or representative of applicant organization
2. Appropriate *state and local fees* (checks only)
 - a. \$100 per application payable to City of Longmont
 - b. \$25 per day payable to Colorado Department of Revenue
3. Deed of properly executed and signed lease or written permission of property owner for use of the premises or rental agreement
 - a. Lease or permission or rental agreement must match the organization's name exactly as stated on the Certificate of Good Standing
4. A detailed diagram or drawing of the premises to be licensed **OUTLINED IN RED INK** (8 ½" by 11") If Corporation: Certificate of Good Standing (non profit) from Secretary of State, issued within past two years
5. If not incorporated, copy of non-profit Charter
6. If political candidate: reports and statements that were filed with the Secretary of State's Office
7. Affidavit or letter explaining the nature of the event including how liquor sales/service will be managed and controlled